



Port of Brownsville

Minutes of Meeting

17 August 2011

CALL TO ORDER

Commissioner Allen Miller called the regular session of the meeting to order at 7:02 PM. In attendance were Commissioner Bob Kalmbach, Commissioner Jack Bailey, Port Manager Jerry Rowland, Assistant Port Manager Gregg Faulkner, Port Attorney Representative Carrie Eastman and Port Accountant Dennis Bryan.

PLEDGE OF ALLEGIANCE

Commissioners led pledge of allegiance.

APPROVAL OF AGENDA

Motion made to approve agenda as written. Motion seconded and approved unanimously.

APPROVAL OF CONSENT AGENDA

Motion made to accept consent agenda. Consent agenda includes the 13 July 2011 regular meeting minutes, vouchers audited and certified by the auditing officer as required by RCW 42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090, which have been recorded on a listing and has been made available to the public. Those vouchers approved for payment are included in the audited and certified list and further described as follows: August 2011 General Fund voucher numbers 26965 through 27012 for a total amount of \$48,839.57. Also approved for payment was August Electronic Transfer voucher numbers 2011-61 through 2011-68 for a total amount of \$13,439.16

Motion seconded and approved unanimously.

PUBLIC COMMENT FOR ITEMS NOT LISTED ON AGENDA

Carolynn Thomas gave a report on the Lady Washington and Hawaiian Chieftain visit to the Port of Brownsville. The attendance is good for the dock tours and sails. She thanked defuse Commissioners and Port Staff and others who donated time and food for this visit. Jack Bailey noted that the Lady Washington knocked off the weather station again this year. Jerry Rowland said the weather station had not been working so it was coming down anyway.

PRESENTATION TO OR BY THE BOARD

None

FINANCIAL REPORTS

Port Accountant Dennis Bryan presented the financial reports including the end of month reports for July. He announced that the additional information that was requested by the State has been submitted and there has been no feedback from the State as to the acceptability of the report.

As of the end of July there is \$1,478,004.89 in Port account.

With fuel figured in to the report:

Operating Revenue	Under Budget by 3.5%
Non-operating Revenue	Under Budget by 2.1%
Operating Expenses	Under Budget by 6.3%
Administrative Expenses	Under Budget by 6.7%
Non-operating Expenses	Even to Budget
Capital Improvement	Even to Budget

Without fuel in the report:

Operating Revenue	Over Budget by 3.6%
Operating Expenses	Over Budget by 2.8%

The budget has been expended by 7/12 which is in line with the calendar year.

The revenue and expenses in the last 3 years have not fluctuated very much which is noteworthy with the economy changing as it has.

Dennis said the Port should consider a Bond for Capital Improvement because the interest rates are low at this time. Bob Kalmbach asked the Port Manager how much of a bond would be needed for the planned upgrades to the marina. Jerry said it was 3.5 to 4 Million dollars. Bob Kalmbach asked to see the plan of the upgrades and an estimate of the amount for the whole plan. Dennis noted that the drawback of doing the bond now is that the money would not be spent for a few years and any interest made on the money would not be able to be used by the Port. Jerry Rowland asked if it would be possible for the bond people to come to the October or November meeting to discuss all of the options. Dennis said he would talk to them and invite them. Jerry added that the Port could bond 5.5 million without a vote, 9.5 million with public vote. Bob Kalmbach requested a presentation at the next meeting laying out the whole plan and the commissioners be sent the information in advance of the next meeting. Bob Kalmbach asked what is holding up the upgrade of the marina. Jerry Rowland said it is the permitting process and the dredging of the bottom, including the core sampling. The lab work of the core samples takes a long time so it is 4 to 5 months before dredging can start.

The commissioners agreed that the bonding people should be invited for a discussion in the October or November meeting.

Dennis Bryan announced he would be moving his office back to Silverdale next to the Silverdale Yacht Club Broiler.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Managers Report – Attached. Bob Kalmbach asked why Poulsbo was consistently lower in fuel prices than the Port of Brownsville. Jerry Rowland stated that Poulsbo does not use branded fuel which requires the ethanol mixture. Port of Brownsville would have to go to unbranded fuel and the Port would have to pay for a separate credit card system, which would be costly to the Port.

b. Commissioner Report – Bob Kalmbach thanked the commissioners for rescheduling the August meeting so he could go on his vacation. He had minor boat repair problems. He commented that since he came back, he noticed that the marina is odor free with the filter on the sewer line and that all the new finger piers on A dock have been installed. He has received positive comments on the new finger piers.

Jack Bailey announced that he attended the August 9 2011 WPPA Marinas Committee meeting in Olympia. He said the Coast Guard gave a presentation on a new Outreach program in which a person is assigned to a marina and that person will respond and bring materials for the cleanup. He noted that the Coast Guard does not respond to any spills at the Port of Brownsville due to the good reputation of the Port for handling spills. They are also starting a Citizen Action Network (CAN). This will be people that will observe shorelines for security and vessels in trouble and spills. They will also be for search and rescue calls.

Jack added that the derelict vessel funding is available. He also said that the restrictions that were being discussed for shipyards have been re-evaluated and will not be as restrictive as originally proposed.

Allen Miller said he would be hunting in October and the commissioners had a brief discussion on the dates of the rest of the meetings for the year. Jack Bailey requested that the discussion be tabled to the end of the meeting.

c. Standing Committee Report –

1) The fourth Comp Scheme Committee meeting was held 26 July. The Commissioners have a copy of the agenda and the unapproved minutes from that meeting in their folders. The next and last meeting is scheduled for 23 August. Bob Kalmbach noted that the boat wash down facilities was number 2 on the priority list for the comprehensive scheme and asked when it would become mandatory. Jerry Rowland stated that it was not mandatory now and was hoping for some type of funding that would come with the mandatory requirement.

2) BAD - The third BAD meeting was held 10 August. The Yacht Club has again donated \$200.00 for prize money to award at the Art Show. This money will be used as awards for the overall winners. The commissioners donated \$25.00 apiece last year along with the Port Manager. Jack Bailey suggested that the money be raised to \$50.00 per commissioner this year. Everyone was in agreement. Bob Kalmbach stated he would contact Minder Meats for a possible price reduction.

OLD BUSINESS –

a. None – Jack Bailey asked how the redistricting of the 3 port districts was going. Jerry Rowland said he is working on it.

NEW BUSINESS

a. a. 2012 Preliminary Budget - The proposed 2012 budget was submitted to the commissioners. This budget reflects the 2.27% moorage rate increase talked about during the study session 22 June and the 14 July Port meeting. This budget also has no COLA increase for staff. It does reflect a step increase for one employee, and it does allow for hiring a replacement for Kelly Cody who left to work in the shipyard in June.

There are no utility decreases at this point. However, the Port is working on compiling numbers on actual garbage disposal and recycling. If in fact these numbers can be reduced prior to the beginning of 2012 the projected costs will be recalculated.

There is a meeting scheduled with Kitsap County Public Works Sewer section on 25 August 2011. The outcome of this meeting will determine if there can be a reduction in the sewer charges.

The anticipated property tax collection for 2012 has not been finalized by Kitsap County yet. The number used on this preliminary budget is a projection only.

In the capital improvement section there is a budget line item for 'F' dock replacement and upgrade. It is part of the entire marina rebuild but can be done without waiting for the rest of the marina upgrades. Also, the cost of dredging is not in the budget. Jack Bailey asked when the dredging can begin. Jerry Rowland said the core sampling is next and that will take approximately 4 months due to the back-up in the lab.

- b. Ramp Grating. The gripping surface non skid has pretty much worn off the ramps and the Port has had several individuals slip and fall. The current fiberglass decking that is on the ramp had the non skid surface start to peel away almost immediately after installation. The company replaced the decking free of charge but even the second set started to peel away after about two years. The Port maintained the decking surface for another three years but unfortunately the non skid is shot. The Port had done some research trying to find a non-skid product that the Port can apply but the companies say it will not stick or work on these ramps. What this means is the Port will have to replace all the sections on the ramp with new grating. There is a quote received to do this. The cost was not accounted for in this year's budget, however, it is a necessary expense before someone falls and really hurts themselves.

The Port Manager requested the Commissioners authorize the expenditure of installing the new grating. Bob Kalmbach asked if the material is similar to what the gangways that are built having the grating running crossways instead of parallel with the ramp. Gregg Faulkner said it is parallel with the ramp just like it is now. Bob asked the port staff to look into what other ports are using. Jerry Rowland said he would look into this and said he would send the information to commissioners in advance of the next meeting.

PUBLIC COMMENT

Ned Cook asked what was happening on the triangle piece. Jerry Rowland said it would be discussed in the executive session.

EXECUTIVE SESSION

Commissioner Miller recessed the regular meeting to go into executive session per RCW 42.30.110 (1) (b-c) (f-h). He recessed at 8:10 PM stating that they would be in executive session on Real Estate and Personnel matters for approximately forty minutes. No action is anticipated during this executive session.

Commissioner Miller recessed the executive session at 8:42 PM and reconvened the regular meeting. Commissioner Miller stated no action was taken at the executive session.

Commissioners discussed meeting dates for September, October, November and December. September will be on the 7th. October will be on the 12th. November will be on the 16th. December will be on the 7th. The dates were established and will be published.

CLOSE MEETING / ADJOURN

Bob Kalmbach made a motion to adjourn and Jack Bailey seconded. Motion passed unanimously. Meeting adjourned at 8:58 PM.

President/Commissioner

Secretary/Commissioner

Commissioner

Recording Secretary